

C-O-N-F-I-D-E-N-T-I-A-L

4 June 1975

OFFICE OF FINANCE NOTICE NO. 12-75

SUBJECT: New General Accounting System

1. The purpose of this notice is to provide general information concerning development of the Agency's new General Accounting System (GAS) which is being developed to replace the current accounting system. The new system is designed to provide many improvements over the system currently in use. Improvements include features such as a daily update of the general ledger files, enhanced control and edit procedures to provide improved quality of data, a query capability for users, and other refinements not contained in the current system. The design phase of GAS has been completed and implementation of the system will be effected in three stages.
2. Training sessions for users will be conducted during the month of June to prepare them for stage one which will be implemented 1 July 1975. This stage will not change the current system outputs but will introduce a new data entry system which will include edit and validation routines to reject vouchers reflecting certain invalid data items, e.g., Fan numbers, subobject class numbers and station codes - rejected data must be corrected before the vouchers can be processed. A quick reaction control group is being established to service corrections on as near a real time basis as practicable to avoid if possible accumulation of backlogs of rejected vouchers. Continuing care and attention on the part of all concerned to maximize accuracy of original inputs will make this a realizable goal. There is also to be a change in the input format for obligations for FY 1976. This change is to be effective as of 1 July 1975 in order to facilitate mid-year implementation of stage two.
3. Stage two will entail concurrent operation of the old and new systems. Concurrent operation of the two systems will be continued until the new system satisfactorily meets all requirements. Dual operation of the systems will be conducted in a manner which will impose no additional burden on the users. It is anticipated that stage two will begin approximately 1 December 1975 and end approximately 31 January 1976.

4. At stage three, the new General Accounting System will be fully operational and the old system will be discontinued. The target date for this action is 1 February 1976.



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Director of Finance

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